

RISHIKESH MISHRA

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EDUCATION.....

Master of Commerce, University of Lucknow

2020 – 2022 (Complete)

- Scored 8.21 CGPA in 1st Year.
- Master Dissertation – Statistical Tools and Techniques used in Business Analysis.

Bachelor of Commerce, University of Lucknow

2017 – 2020 (Complete)

- Passed with First Division aggregate.
- Gain full contemporary knowledge regarding book making and taxation.

WORK EXPERIENCE.....

❖ **Petuk Ji Private Limited – Human Resources Executive (Intern)**

October, 2021 – February, 2022

- Taking preliminary interview and screening round of applicants.
- Management of “Employee Management Book” and “Pay – Roll Database”.
- Conducting induction session of new joiner’s.
- Conducting and organizing training sessions for Petuk Ji Pvt. Ltd. core working team.
- Issuing of Appointment Letter and NDA of selected candidates.
- Issuing of Experience Letter of Departing employees/Interns.
- Assist in the amendment of HR Policy of Petuk Ji Pvt. Ltd. for the year 2022

Additional Responsibilities

- Assist in the recruitment and on-barding of Delivery Partner.
- Assist in the menu uploading of Petuk Ji Pvt. Ltd. Restaurant Partner application database.

❖ **Infinisea Software Private Limited – Business Analyst Trainee**

March 2022 – Present

- Making Business Requirement Documents according to the organization needs.
- Assisting Senior Business Analysts to gather requirement from various stakeholders.
- Doing Manual Testing and Documentation of Accountancy and HRMS Module.
- Finding and over-viewing correction of system related bugs - Accountancy Module.
- Assisting Senior Business Analyst in conveying the stakeholders requirements to IT - Department/Team.
- Prototype screen creation with the help of Pencil Project Prototype Tool.

Additional Responsibilities

- Gathering requirement and making BRD as an independent analyst under the project of ICDS - UP.

SKILLS.....

- Microsoft Office with elementary focus on MS - Excel, Power Point and Word.
- Have working knowledge of Tally ERP 9.
- Have working knowledge of Jira (Issue and Project Tracking Software) and Pencil Project Prototype Tool.
- Web and tech savvy require little to no training.